

OVERVIEW OF TRAINING REQUIREMENTS

Administrator-in-Training Practicum (AIT)

Each candidate for initial Kansas licensure as an adult care home administrator shall have successfully completed a long-term care administration practicum that is conducted by an accredited college or university, or an equivalent educational training practicum. Both types of practicum must meet the following:

- Consist of at least 480 clock-hours and be completed in not more than three practice settings;
- incorporate the “core of knowledge,” or the “domains of practice”;
- provide training in either, or a combination of, a licensed adult care home of long-term care unit of a hospital, excluding assisted-living and residential health care facilities.

The coordinator of the practicum shall verify that the candidate has obtained a preceptor in the adult care home or the hospital long-term care unit and assume responsibility for coordinating with the preceptor the type of training and supervision to be provided during the practicum.

Note – NAB Exam Time Limit – Candidates must take the NAB exam within 12 months of completing an administrator-in-training practicum. Candidates have a maximum of 36 months from the date of completing the AIT to take and pass the NAB exam.

Preceptor

The preceptor:

- Holds a current license in Kansas as an adult care home administrator that is not under suspension;
- Has had either three years full-time experience or a total of 5,000 hours of experience, within the preceding five years, as a licensed adult care home administrator of a nursing facility, a nursing facility for mental health, or an intermediate care facility for the mentally retarded. This experience shall have consisted of direct responsibility for, or active assistance and advising on, the general administration of the facility, including responsibility for planning, organizing, directing, and controlling the operation of the facility;
- Is responsible for the training, knowledge, and professional activities within the facility and for the development and refinement of the trainee as a prospective adult care home administrator;
- Does not supervise more than two trainees at a time;
- Is a full-time administrator of record or a licensed administrator who directly supervises the administrator of record;
- Maintains direct supervision of the trainee in the facility in which the training is to be provided.

Previous Experience

A maximum of 20 hours may be approved by the board toward the 480-hour practicum requirement for completion of an adult care home operator course.

Up to 40 hours for each year of work experience, with a maximum of 240 hours, may be approved by the board toward the 480-hour practicum requirement if the experience meets either of the following:

- 1) The experience was obtained as an administrator of a Kansas-licensed hospital and who also served as the administrator of the hospital's long-term care unit, or
- 2) The experience was obtained as an adult care home administrator while licensed in another state.